EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

While Show Management has made every effort to appoint the best qualified contractors to provide services at InformEx, we recognize that some exhibitors may appoint vendors that they believe will best serve their needs before, during, and after the show. If an exhibitor chooses to designate a non-official Exhibitor Appointed Contractor, we are happy to have them on the show floor. However, in order to assure that all contractors on the show floor are properly insured and credentialed, there are certain procedures that exhibitors must take in order to obtain approval to utilize non-official contractors.

DEFINITION OF EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor is ANY company (other than one of the designated official contractors) that an exhibitor wants to use in the exhibit hall before, during, or after the show.

No approval to use an Exhibitor Appointed Contractor will be given for the performance of the following services: Electrical, Plumbing, Telephone, Drayage, Rigging, Cleaning, Catering, or Millwright Labor. (Exhibitor Appointed Contractors must either obtain Labor from the Official General Contractor, or provide evidence to the official contractor that he possesses applicable and current labor contracts.)

EXHIBITOR RESPONSIBILITIES

Exhibitors must submit the NOTICE OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR FORM to request approval to use an Exhibitor Appointed Contractor. This form is listed below.

- The request must be signed by the exhibitor
- Requests from the contractor directly will NOT be accepted – Requests can only come from the exhibitor
- One Exhibitor Appointed Contractor cannot specify another Exhibitor Appointed Contractor
- If an exhibitor relies upon an Exhibitor Appointed Contractor to hire and oversee the work of other Exhibitor Appointed Contractors, only the exhibitor can request approval for the other Exhibitor Appointed Contractors

If you have any questions regarding this procedure, please contact
Show Management – Operations@informex.com

EAC RESPONSIBLITIES

- The on-site supervisor of the Exhibitor-Appointed Contractor (EAC) must physically pick up, in person, wristbands at the designated EAC entrance for all on-site personnel. Wristbands will only be distributed if the EAC Authorization Form and the EAC Certificate of Insurance have been completed and sent to Show Management by December 14, 2015

- These services shall not conflict with existing labor regulations or contracts, and in fulfilling obligations, all representatives of an Exhibitor-Appointed Contractor shall adhere to the regulations set up by the hall and Show Management regarding insurance.

- All representatives of an Exhibitor-Appointed Contractor (EAC) shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

- The Exhibitor-Appointed Contractor (EAC) will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

- The Exhibitor-Appointed Contractor (EAC) must abide by all rules and regulations of the show, including all union rules and regulations.

- If an EAC is hiring an independent company to perform Installation and Dismantling of the booth, please indicate that on the EAC Authorization Form and supply a certificate of insurance for that company as well.

EAC INSURANCE REQUIRMENTS

EAC Certificate of Insurance: The Exhibitor-Appointed Contractor (EAC) to be used by the exhibitor must provide an original certificate of insurance to Show Management, showing evidence of insurance coverage with minimum limits of US $2,000,000 in Employer's liability, General Liability, Automobile Liability and Worker's Compensation. Please refer to the next page for required verbiage, minimum limits and a sample certificate.

If either the Exhibitor or the Exhibitor-Appointed Contractor (EAC) fails to supply all necessary documentation, the Exhibitor-Appointed Contractor will not be allowed access to the exhibit floor and the Exhibitor will be required to order labor from Freeman.

informEx

EXHIBITOR SERVICE MANUAL

FEBRUARY 2-4, 2016
MORIAL CONVENTION CENTER
NEW ORLEANS, LA, USA

EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

Deadline: December 14, 2015

If an Informex exhibitor plans to use a company other than the Official Service Contractor for installation or dismantle of his/her exhibit, the exhibitor (only) must complete and mail this form to Show Management at the address above, no later than December 14, 2015.

If the exhibitor fails to supply this form, the Exhibitor-Appointed Contractor **will not be permitted to access the exhibit floor** to service the exhibit, and the work will be performed and/or supervised by the Official Service Contractor.

Exhibiting Company Name _____ Booth # _____
Authorized by _____Title _____
Phone # _____Email _____

Should you utilize an exhibitor-appointed contractor(s) for any service, you agree to indemnify and hold harmless UBMi Princeton LLC and its agents, and the New Orleans Convention Center, to become liable or suffer losses, damages, injuries, claims, demands and expenses, including legal expenses, due to the presence or actions of the exhibitor-appointed contractor(s).

Signature _____ Date _____

UBM LLC will accept this form only if signed by the Exhibitor Contact

CONTRACTOR INFORMATION

Exhibitor-appointed contractors are not allowed to perform services provided by, but not limited to the official Service Contractors. For a complete list of Official Service Contractors, please refer to the EAC Guidelines.

Type of work to be performed: _____
Exhibitor-Appointed Contractor: _____
Installation & Dismantling Company (if different from above): _____
On-Site Supervisor: _____ On-Site Cell: _____
Address: _____
City: _____ State: _____ Zip / Postal code: _____
Country: _____
Tel (inc. Country code): _____ Cell (inc. Country code): _____
Email Address (REQUIRED): _____

Please submit your EAC form to Erika Ferrigno by **Dec 14th** at:

E: Operations@informex.com F: +1 201.720.2967
With questions or concerns, call: T. +1.212.600.333

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THIS CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
Insurance Broker	**COMPANIES AFFORDING COVERAGE**
INSURED	Company **A** Insurance Company
	Company **B** Insurance Company
Exhibitor Appointed Contractor	Company **C** Insurance Company
	Company **D** Insurance Company
	Company **E** Insurance Company

COVERAGE

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERCIAL LIABILITY CLAIMS MADE_____ OWNERS AND CONTRACTORS PROT.	01/30/2016	02/06/2016	GENERAL AGGREGATE PRODUCTS – COMP AGG. PERSONNAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (any 1 fire) MED EXPENSE (any 1 person)	$2,000,000 $1,000,000 $1,000,000 $1,000,000 $1,000,000 $10,000
A	**AUTOMOBILE LIABILITY** ANY AUTOS ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY			COMBINED SINGLE LIMIT BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE	$1,000,000 $ $ $
A	**EXCESS LIABILITY** UMBRELLA FORM OTHER THAN UMBRELLA FORM			EACH OCCURENCE AGGREGATE	$1,000,000 $1,000,000
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY			STATUTORY LIMITS EACH OCCURRENCE FIRE DAMAGE (any 1 fire) MED EXPENSE (any 1 person)	 $1,000,000 $1,000,000 $10,000
OTHER					

Note: Your insurance policy period must cover Informex dates, including move-in and move-out

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

InformEx, UBM Connect, UBMi Princeton LLC, Freeman, the New Orleans Morial Convention Center, the New Orleans Convention & Visitor's Bureau, the state of Louisiana, and their respective members, officers, trustees, directors, agents, employees, contractors and assigns.

CERTIFICATE HOLDER

InformEx
UBM, LLC
2 Penn Plaza, 15th Floor
New York, NY 10121

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL ____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

Please forward your Certificate of insurance to Erika Ferrigno by Dec. 14th at:

E: Operations@informex.com F: +1 201.720.2967
With questions or concerns, call: T. +1.212.600.333